



For Office Use Only
Stamp

Fee Paid: _____
Escrow Paid: _____

Conditional/Interim Use Permit Land Use Application & Checklist

Procedures for processing conditional use permits are found in Hugo City Code Chapter 90, Section 90-37 and 90-37.1.

A Conditional/Interim Use Permit may be issued for specified land uses and activities that require flexible regulatory control based on operational specifics and their relation to adjacent property uses.

Property Information

Street Address of Property _____ P.I.D. Number _____

Legal Description
(Please attach description if lengthy) _____

Applicant (Applicant will receive all correspondence from the City)

Name _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Email _____

Signature of Applicant _____ Date _____

Description of Request (Please attach description if lengthy)

Property Owner(s)

Name _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Email _____

Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

All property owners must sign.

PRINT Name of property owner & PIN _____

Signature _____ Date _____

STATE OF MINNESOTA)

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this ____ day of _____, 20____, before me, a Notary Public, personally appeared _____

and _____, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

Notary Public

Stamp

ALL THE FOLLOWING INFORMATION MUST BE SUBMITTED.

_____ Completed application signed by applicant and all owners, in fee title, for the property to which the permit shall apply.

_____ The legal description and address of the property to which the permit shall apply.

_____ Proof of ownership of the property to which the permit shall apply. (Only the property owner may apply for a permit, and all owners of record must sign this application and agree to the permit.)

_____ Copies of any previous variances, site plan approvals, Conditional Use Permits, or other permits issued to the site, if required by the Building Official, to determine compliance with ordinance and law.

_____ A statement as to the zoning classification of the property.

_____ Such detailed information as is required to ensure compliance with ordinance and law for the issuance of the permit, and the activities to be undertaken resulting from the permit. This may include, but is not limited to, topographic survey of the property and a wetlands delineation of the property.

_____ Narrative explaining how criteria under Section 90-37 Sub C, 1-13 or Section 90-37.1 Sub F, 1-7 are satisfied.

_____ A general description of the site, including topography, soils, vegetation, and adjacent public waters.

_____ Where part or all of the property subject to the proposed Conditional Use Permit lies within the Floodplain District, a survey of the site prepared by a registered land surveyor, in a scale not less than one inch equals one hundred feet (1" = 100'), shall be provided. Such survey shall include:

- A surface view showing elevations or contours of the ground; pertinent structure, fill, or storage elevations; size location, and spatial arrangement of all proposed and existing structures and facilities on the site.
- A profile of any stream, channel, or ditch within five hundred feet (500') of the proposed development showing the slope and flow line of the conveyance system, and its relationship to the proposed development.
- A typical valley cross section of the channel of the stream or basin, elevation of the land areas adjoining each side of the channel or basin, cross-sections areas to be occupied by the proposed development, and high water information.
- Specifications for building construction and materials, flood-proofing, filling, dredging, grading, channel improvements, storage of materials, water supply, and sanitary facilities.

_____ Application fees and escrow as established by the City Council.